



Subject: Reminder: Register Today for the FM300 Funds Management Training Course Offered on January 28

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Team would like to remind Finance users who are interested in learning SCEIS Funds Management to register for the FM300 Funds Management training course to be held on January 28.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

FM300 – Course Information

Course ID/Title: FM300 – SCEIS Funds Management

Description: This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

Target Audience: Agency Budget Analyst, AGY Budget Mgr, FM Inter-Agency Transfer (Workflow/ECC), FM Funds Reservation Approver Workflow/ECC, Funds Reservation - Create/Change (with Workflow), Funds Reservation - Create/Change (with/out Workflow)

Pre-requisites: FI100 - SCEIS Financial Overview

FM300 – Section 01 – Winter 2014 Details

Course Date: Tuesday, January 28, 2014

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/J83YWG2>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.